

1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.				Date Received	Application No.
3. AGENCY, Division, Subdivision & Administering Office Address Transportation Agency Finance & Audits Payroll and Budgeting No. 2 Capitol Square Atlanta, Ga 30334		4. Person to Contact Martha Jacobs		SEP 11 1972 245 SEP 18 1972	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.		<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.		5. Working Title Accountant III	
8. Inclusive Dates 1918 - to date		9. EXACT SERIES TITLE Property Deed File		6. Tel. No. 656-5237	
10. What is the function of the office in which this record series is created The function performed in creation of this series is the purchase of real property for Agency activities. Another function in creation of this series would be to show proof of ownership.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement Property Deeds- a legal document which portrays ownership of a building and/ or property (real estate). It is filed alphabetically by county.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		4	4 1/2	0 1/12	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				1 1 1 1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☒ YES ☐ NO
In the Secretary of State's office, a copy is kept.
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
Could reconstruct from Deeds recorded. This however would be difficult and time consuming.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO

Administrative, legal

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

To show proof of ownership

Georgia Code Ann. Chapter 91-4A.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER received deed, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold _____ year(s), then:
Destroy.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☒ Other Hold in the current files area permanently.

(Indicate briefly rationale for recommendations above/or write additional remarks):

The volume seems very low.

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>John J. Kitchener</u>	<u>8-9-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>William M. Austin</u>	<u>9-11-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Carroll Lee</u>	<u>9-8-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>J. O. H. H. H.</u>	<u>9-18-72</u>